



Accident & Health

**How to get
the best
quote faster**



Your minimum information checklist

Sending us the right information upfront can help us speed up the quoting process, so you can deliver even better service to your clients.

Below is a list of the minimum information required to complete an initial assessment. Please note our underwriters may request additional information specific to your client in some cases.

Slip

- ✓ Name of Insured
- ✓ Commission
- ✓ Business description
- ✓ Period of Insurance
- ✓ ABN

Claims history (mandatory for all product types)

Minimum 3 years Claims history (preferable 5 years) on Insurer letterhead including full details for each claim

Journey

- ✓ Benefit details
 - Death/Capital Benefit limit
 - Benefit period
- ✓ Employee numbers split by state
- Weekly Benefit - Injury limit
- Excluded period of claim

Voluntary Workers

- ✓ Benefit details
 - Death/Capital Benefit limit
 - Benefit period
 - Non-Medicare Medical expenses limit
- ✓ Numbers of volunteers in total (eg 100 volunteers)
- ✓ Total number of days per year for all volunteers
- ✓ Average number of hours per day per volunteer
- ✓ Summary of voluntary activities (type of activity undertaken)
- ✓ Is travel to and from the volunteer activities to be covered?
- Weekly Benefit - Injury limit
- Excluded period of claim

Expat/Inpat

- ✓ Benefit details
 - Medical expenses limit
- ✓ Country of Assignment for each insured person
- ✓ Number of Singles/Couples/Families and each employees country of assignment
- Percentage of benefit payable

Travel

- ✓ Benefit details
 - Death/Capital Benefit limit
 - Weekly Benefit - Injury limit
 - Weekly Benefit - Illness limit
- Additional requested endorsement's
- ✓ Number of overseas trips and average duration
- ✓ Number of domestic trips and average duration
- ✓ Number of Leisure trips split by Overseas, Domestic and USA and duration (For Directors, CEO, CFO, COO, Company Secretary and accompanying spouse and dependent children only)
- ✓ Number of trips to USA
- ✓ If there are any non -scheduled flights:
 - Aircraft type (i.e. single engine, twin engine or helicopter)
 - or each aircraft type - the number of flights occurring overseas and within Australia and the related average number of people on each flight
- ✓ Is anyone working overseas for an overseas entity?

GPA/EBA

- ✓ Benefit details
 - Death/Capital Benefit limit
 - Weekly Benefit - Illness limit
 - Benefit period
 - Type of cover - 24 hours; Working hours only; Outside working hours
- Weekly Benefit - Injury limit
- Weekly benefit % of earnings
- Excluded period of claim
- ✓ Number of employees split by state
- ✓ Employee occupations
- ✓ Historical Wage roll (if EBA) Minimum 3 years history
- ✓ Copy of EBA Agreement
- ✓ Number of foreign nationals to be covered
- ✓ Number of employees domiciled overseas and country of assignment

Want to request a quote?

Submit your customer's quote request with the minimum information above to underwriting@qbe.com

If you have any questions, please contact us at qbe.com/au/brokers

